



Town of Apex

Special Events Guide

Special Events are very important to the quality of life for the residents of Apex. These events bring a special excitement and vitality to the community. Special Events can produce endless benefits such as personal, social and economic growth and development, as well social and environmental awareness. When determining the appropriateness of holding a special event in conjunction with the Town of Apex or located on Town Property or Public Rights-of-Way the overall context of whether Town resources are being managed appropriately needs to be evaluated. Approval of a Special Event will be determined once a completed application has been received, reviewed and evaluated by the appropriate Town staff and it has been decided that use of public space and allocation of public resources are appropriate.

Please review the attached Special Events Guide for the Town of Apex, which includes the Special Events Policy, Application and other information that will be necessary to plan, coordinate and receive approval for your event. Questions should be directed to the Halle Cultural Arts Center (919)249-1120.

All applications and support documents should be directed to:

APEX PARKS RECREATION AND CULTURAL RESOURCES DEPARTMENT
HALLE CULTURAL ARTS CENTER
ATTN: Special Events Permit
237 NORTH SALEM STREET
APEX, NC 27502

Approved by the Apex Town Council September 19, 2017

Special Events Guide

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January 1, 2016

Special Events Organizer,

The Town of Apex has established a Special Events Policy for individuals or organizations that plan to organize and hold a Special Event, Town of Apex Co-Sponsored Event, Parade, Festival, Race/Run or other Recreational, Cultural, Entertainment, Community or Social Awareness Event. In order to host one of these types of events with the intent that they will be sponsored/ co-sponsored by the Town of Apex, utilize Town staff or resources, or be held on Town of Apex property or public rights-of-way within Town limits, the guidelines established in the Special Event Policy must be followed. Special Events sponsored/ co-sponsored by the Town of Apex and all special events requiring the closing of public facilities or rights-of-way must be approved by the Apex Town Council.

It is the intent of the Town that Special Event Permit applications will follow the schedule set out in the Special Events Policy. Special Event Permit Applications must be completed with all associated documentation included at the time the request is submitted, unless otherwise noted. When additional documents are requested by staff, the applicant should provide requested material by the deadline provided.

All Special Event Organizers (including other Town Departments) should contact the Apex Parks, Recreation, and Cultural Resources Department for assistance. Contact the Special Events Permit Coordinator at (919)249-1120 for more information.

Sincerely,

John Brown, Director
Parks, Recreation and Cultural Resources Department

Instructions to Apply for a Special Event Permit

1. Read the Special Event Permit Guide thoroughly.
2. Complete the Town of Apex Special Events Permit Application.
3. Provide a site map showing streets to be closed, tent placement, parade/run routes or other similar events or activities. Include your site map with your permit application.
4. If your Special Event requires other permits or approvals as indicated in the Special Event Permit guide, complete the necessary forms/ actions and include them with any applicable fees along with the Special Events Application.
5. Return the application with a \$25 non-refundable processing fee to:
Halle Cultural Arts Center
Attn: Special Events Permit
237 North Salem Street
Apex, NC 27502
6. All applications and related forms must be submitted to the Town of Apex no less than **60 days** prior to the start of the event.
7. Special Event Organizers applying for co-sponsorship consideration by the Town of Apex must have their event approved by the Apex Town Council. Co-sponsorship requests must be submitted by **December 1** of the calendar year. The application will be reviewed by staff and presented to the Town Council for consideration.
8. Once a Special Event Permit Application has been received, the application will be distributed to all associated departments for review. Based on these reviews the permit will be: 1) approved, 2) approved with conditions or 3) denied. The final determination will be provided in writing to the point of contact indicated on the application. The payment of all fee(s), with the exception of hourly staffing costs, is required prior to issue of the final Special Event Permit. *The processing fee is non-refundable.* Examples of additional fees could include but are not limited to tent permitting/inspection, or charges to cover the cost of road closure, Town staff support, sanitary station or waste container set up and removal.

All Questions should be directed to the Special Events Coordinator at the Halle Cultural Arts Center at (919)249-2210 or by emailing david.wood@apexnc.org with Special Events in the subject line.

TOWN OF APEX SPECIAL EVENT POLICY

SPECIAL EVENT PERMITS

1. Permit Required

A) *General*

- 1) For purposes of this Policy, “Special Event” is defined as an event or festival or other Recreational, Cultural, Entertainment, Community or Social Awareness activity held to engage the community and promote tourism, showcase local talent, expose artists and performers to new audiences, invigorate community spirit, provide economic, health and wellness, or social benefits to a community or organization. Special Events may or may not be sponsored or co-sponsored by the Town of Apex. Events such as Fairs, Carnivals, Circuses, Tent Revivals, or other gatherings held on private property require a Temporary Use Permit (issued by the Planning Department) and are not covered under the Special Event Permit requirements.
- 2) All Special Events are required to submit an application for their event each year. Previously held Special Events and Special Events which have received Town Sponsorship must reapply each year that the event is held and request sponsorship from the Town if desired as there is not an automatic renewal.

B) *General Regulations*

The general regulations of this subsection shall apply to all allowed special events unless otherwise expressly stated.

- 1) **Signs.** All special event signage must meet the requirements of Town of Apex Sign Ordinance as administered by the Planning Department.
<http://www.apexnc.org/documentcenter/view/567>
- 2) **Conditions of Approval.** Special Events shall not violate or deviate from any applicable laws, rules, regulations, Town Ordinances, conditions of approval for the site or conditions noted in the Special Event Permit approval.
- 3) **Obtain all other applicable permits and approvals.** The Event Organizer must obtain all other required permits and approvals prior to the event. This may include but is not limited to tent permits, ABC permits, authorization for road closures, use of public property and/or rights-of-way.
<http://www.wakegov.com/food/festivals/Pages/tfe.aspx>
- 4) **Evaluation Criteria.** The Town of Apex utilizes the following criteria when evaluating and scheduling Special Events:
 - a) The nature of the event and how it can serve the Town of Apex and its residents.
 - b) The dates and times during which the proposed event will occur including setup and breakdown time.
 - c) The location(s) of the Special Event and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the Town.
 - d) Whether the activities are in compliance with other applicable laws and Town ordinances.

- e) Whether the event is to benefit non-profit community service organizations.
- f) The general health, safety and welfare of the participants in/or attending the event and the citizens of Apex.
- g) The impact and /or cost of the event on Town support services.
- h) The frequency of the event or similar event(s).
- i) If alcohol will be served.

C) ***Types of Special Events.***

Special Event Permits are required for the following:

1) ***Major Special Events*** shall be allowed as follows:

- a) A Special Event Permit is required for any event with over 250 visitors which is held on Town Property or any event to be held on Public Rights-of-Way.
- b) Any event planned for Town Property where regular use by residents is impacted or restricted due to the event exclusive of private shelter and amphitheater rentals under 250 visitors.
- c) Commercial events or festivals that generate profit for the private sector shall be permitted only if the applicant submits evidence to the Town Manager or her/his designee that the festival constitutes a community service.

2) ***Parades / Runs / Walks*** shall be allowed as follows:

- a) A Special Event permit is required for any parade, run or walk. The Event Organizer **is responsible for the cost of all Town services incurred in connection** with the parade/ run/ or walk. The Town of Apex Police Department and EMS may require the organizer to provide for one or more off-duty personnel as deemed necessary. The Apex Police Department will determine final safety plan. If officers and/or cars and EMS services are deemed necessary by the Apex Police Department the Event Organizer is responsible for the costs incurred.

D) ***Additional Requirements***

1) ***Fire Safety.*** In compliance with the Town of Apex and North Carolina State Fire Prevention Code, the Apex Fire Department may require the applicant to develop a plan for provision of safety service, both for the participants of the event and for person(s) directly or indirectly affected by the event. This plan must be reviewed and approved by the Apex Fire Department before a permit can be issued.

- a) ***Emergency Action Plan.*** In compliance with the North Carolina State Fire Prevention Code, the Apex Fire Department may require an event to develop an Emergency Action Plan for provision of safety services, both for the participants of the event and for persons directly or indirectly affected by the event.

An Emergency Action Plan, or EAP, defines the coordination of necessary actions by the Host Organization and the responsible

municipal, county, and State officials to provide for timely notification, warning, and evacuation in the event of an emergency.

The EAP must be tailored to site-specific conditions as required by the Apex Fire Department before a permit can be issued. The deadline for submission of an EAP is no later than 90 days in advance of the event. The EAP outline should adhere to the following standard rules of order:

1. General Summary Paragraph
2. Purpose of Emergency Action Plan
3. Assumptions of Emergency Action Plan
4. Basic Plan
 - a. Event Director Contact: Name & Number
 - b. Emergency Notification Procedure
 - c. Severe Weather. Every EAP must include a reference to the "30/30 Rule for Lightning."
 - d. Fire. A fire protection plan if the event includes activities that may present a fire risk.
 - e. Medical Emergencies. An EMS 'first responder' and/or ambulance service coverage plan.
 - f. Law Enforcement
 - g. Emergency Vehicle Access. An emergency vehicle access Map into and out of the event area.
 - h. Egress/Evacuation/Location map. A map showing the routes for egress and evacuation which are integral to the production of the event, a parking plan and a concession placement map.
5. Event Emergency Contact Information (Primary, Secondary, Police, Fire and Rescue).
6. Based on your event plan and components, Town of Apex Fire Department may require an inspection of your event site before and/or during the event.

2) **Sanitation and Recycling.** The Event Organizer is responsible for making arrangements for litter and debris cleanup of the special event site both during and after the event. The Event Organizer is responsible for all costs should the Town be required to clean up following the event.

a) **The Town of Apex encourages recycling at all events.**

b) **The Event Organizer should understand the following:**

1. The Event Organizer is responsible for arranging for the proper disposal of grease and other similar waste with a private service or agency in advance of the event.
2. The Event Organizer will post an additional refundable clean-up deposit if the event is approved.
3. Improper disposal or spills may be classified as a hazardous waste and result in fines in accordance with Chapter 2703.3 of the North Carolina Fire Prevention Code.

3) **Insurance & Liability.** Event Organizers shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or

indirectly arising out of or in connection with the permitted activity or the conduct of the Organizer's operation. The Event Organizer shall indemnify, defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorney's fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of the Event Organizer or its officers, agents, volunteers and employees.

a) The Event Organizer should understand the following:

1. If required by the Town's Safety and Risk Manager, the Event Organizer must furnish a fully paid liability damage insurance policy procured from a company licensed to do business in North Carolina. **All event organizers with co-sponsored status must provide for this requirement.** This policy must protect the Town of Apex, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the organizer of the Special Event. The Town of Apex must also be named as an additional insured. The Town of Apex must receive a copy of insurance policy included with the Event application. Insurance requirements are as follows:

b) Special Events Insurance

Insurance coverage for a special event normally requires the provision of commercial general liability coverage in the minimum amount of \$1 million. Depending on the nature of the event, automobile liability coverage in the minimum amount of \$2 million may be required, and if alcohol is served or sold, alcohol liability or host liquor liability insurance is also required.

Commercial general liability insurance in the minimum amount of \$1 million is required and must include completed operations coverage. The policy must name the Town of Apex as an additional insured by endorsement to the policy and the endorsement must be written on ISO Form CG 20 26 04 13 or equivalent. The certificate of insurance and policy endorsement must be attached to the Special Events Application.

Automobile liability coverage in the minimum amount of \$2 million is required. The policy must name the Town of Apex as an additional insured by endorsement to the policy. The certificate of insurance and policy endorsement must be attached to the Special Events Application.

If event is serving alcohol, liquor liability or host liquor liability insurance in the minimum amount of \$1 million is required as part of the general liability insurance coverage. The policy must name the Town of Apex as an additional insured by endorsement to the policy.

Note. Alcohol which is sold or served by a server, bartender, or caterer requires general liability and liquor liability coverage be provided by the server, bartender, or caterer; and

the policy must name the Town of Apex as an additional insured by endorsement to the policy. This coverage must also include completed operations coverage. Alcohol provided at an event which charges an admission fee is considered "sold". Refer to NC ABC Commission for permit requirements. <http://abc.nc.gov/Permit>

Other insurance as deemed necessary to adequately insure an event:

- *Evidence of workers compensation and employers liability insurance.*

- 4) **Electricity.** Any and all electrical requirements beyond those that already exist at the proposed event location must be provided for by a licensed electrician contracted by the Event Organizer. Any and all additional electrical work installed at the proposed event location must be permitted, inspected and approved by the Town of Apex. Specific requirements for the use of electricity must be submitted and approved at the time of the application for a special event permit. Power provided by extension cords from a building shall not pass through doorways or windows but shall be supplied by an exterior outlet, which is protected by a Ground Fault Circuit Interrupter (GFCI). Extension cords shall be grounded and shall not be placed over walking surfaces.
- 5) **Toilets.** The Event Organizer is responsible to provide adequate on-site toilets to facilitate the specific needs of their event.
 - a) Events with co-sponsorship agreements with Town of Apex are not exempt from this requirement and are responsible for the costs incurred.
 - b) The number of toilets is determined by the type and size of event in consultation with the Town of Apex.
 - c) Handicapped accessible toilets are required for all special events requiring portable toilets.
 - d) All portable toilets must be maintained daily if contracted for a multiple day event.
 - e) The planned use of Town of Apex restroom facilities as sole or primary restrooms for the event may require a fee for use.
- 6) **Noise.** Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided that compliance with the Town's noise ordinance is assured. Event Organizers should be sensitive to local businesses and residences when preparing sound equipment for special events.
 - a) The Town reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event.
 - b) Complaints of loud, disturbing, or unnecessary noise in violation of the Noise Ordinance can result in the immediate revocation of the permit by the Town of Apex Police Department.
https://library.municode.com/nc/apex/codes/code_of_ordinances
- 7) **Food Sales.** The Event Organizer is responsible for arranging for all food permits and approvals a minimum of (4) four weeks prior to the event, from the Wake County Health Department. <http://www.wakegov.com/food/festivals/Pages/tfe.aspx>
 - a) **The Event Organizer should understand the following:**
 - a) All rules and regulations regarding any food preparation and service as established by the Wake County Environmental

- Health Department must be followed.
 - b) A fee may be required per booth per event.
 - c) A Fire Inspection is required to make sure all fire safety equipment is in place.
 - d) Inspectors have the right to close booths operating outside of health regulations.
 - e) All permits must be clearly displayed.
 - f) No glass bottles are allowed on Town property.
 - g) All clean-up including grease removal is the responsibility of the Event Organizer.
- 8) **Vending.** The Event Organizer is responsible for procuring vendors for the event. Vendors approved by the organizer for the special event shall be required to secure applicable Town of Apex Licenses for the time period of the event. If vendors are part of the Town Council approved “special event”, the event coordinator is responsible for any permits required by vendors and Town of Apex Licenses would not be required in those cases.
- 9) **Alcohol.** Alcoholic beverages are prohibited on Town property without special permission from the Apex Town Council or their designee.
- a) Such use may be authorized only when the Town of Apex determines that such use will not materially endanger the public safety and will not unreasonably disrupt surrounding property owners and when the Chief of Police or the Chief’s designee has reviewed and approved the application and permit, and when the applicant establishes to the Town
 1. It is a not-for-profit entity;
 2. Any license for the sale or distribution required by the Alcoholic Beverage Commission has been obtained and
 3. The outdoor special event is within the Central Business District.
 4. The permit will specify whether malt beverages or wine are permitted at an outdoor special event and, if so, what conditions are required.
- 10) **Tents, Stages, Accessories, etc.** Temporary structures, containers or storage tanks required for the event may require a safety inspection by the Apex Fire Marshal. The Town of Apex defines and classifies any structure, enclosure, or shelter constructed of canvas or pliable material supported in any manner as a tent. Temporary structures such as decks, platforms, stages and kiosks will in most cases require a permit.
- a) Tents are limited to 120 square feet.
 - b) All tents are required to have flame retardant certification and this must be verified by the Town. The Event Organizer must provide the following:
 1. A copy of flame retardant certification (This should be attached to the tent, and inspector will check and approve in the field)
 2. A site plan showing the location of the tents
 3. A description of the activity(s) to be conducted under the tent(s)
 4. A method of providing adequate anchorage against collapse from winds or other loads.
 5. No tents may be staked into asphalt.
 6. All tents must be secured or weighted down at all corners.

- 7. No tent may be erected in front of a building used as a place of public assembly, within fifteen (15) feet of a fire hydrant, or in any way obstructing any building exit or doorway.
 - 8. Tents may not block streets such that Public Safety deems the layout / location dangerous or in appropriate for public safety.
 - 9. All tents may be inspected and approved before occupancy or use by the public
 - 10. No enclosing side walls are present,
 - 11. At least one UL rate 2A: 10BC extinguisher shall be provided for all tents where there is cooking. Additional extinguishers may be required after the inspection.
- c) LP Gas use shall be restricted to cylinders no larger than 60 gallons water capacity. Cylinders shall be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a signpost or permanent electric pole.

11) **Town of Apex Use Fees.** Special Event Use Fees may be charged for the use of Town Parks, Streets, Lanes, Sidewalks, Greenways, Multi-Use Paths, Personnel or other Town facilities.

a) Town Parks. Because of heavy use and demand the Town does not rent or close entire parks for special events. In rare cases, approved by the Director of Parks, Recreation, and Cultural Resources, the Town may close a portion or specific area within a park provided it does not disrupt the day to day operation or use by Apex citizens. A rental fee may be charged to cover costs associated with the use of Town facilities. The rental fee(s) for use of Town park facilities shall be based on residency and/or the home location of the organization which is holding the event. Preference will always be given to organizations which are based in Apex, consideration as to whether the host organization is a 501(c) 3 not-for-profit, and whether or not the event is will impact the day to day operation of the park and programs offered by the Town of Apex.

b) Town of Apex Vehicle and Pedestrian Rights-Of-Way. Blocking of all or a portion of a Right-of-Way will require a traffic control plan by the Apex Police Department. The Event Organizer must provide a high quality 8' by 10' map of the area of the festival and proposed street closings The Event Organizer is responsible for all charges and rental fees incurred by the use of traffic control devices used for street/sidewalk closings. Cones, barricades, etc may be rented by area companies that carry such equipment and must be approved by Apex Police Department. {For emergency purposes barricades shall not be blocked in any manner. Vehicles obstructing barricades or fire lanes will be cited for a violation of the fire or parking code and may be towed and stored at the owner's expense.

- 1. Procedures for Street Closure
 - a. Complete the temporary street closure section of the special events application which must contain a description, length, purpose, date and time of the

- closure.
 - b. Submit a high quality 8 ' by 10' map of the proposed closure and identify if any of the streets requested for closure are NCDOT maintained roads. Indicated number and location of proposed barricades. Include directions for vendor set-up/ drop off and timeframes where limited vehicular access will be allowed.
 - c. The Apex Police Department reviews and/or develops a traffic control plan for the closure.
 - d. The Apex Police Department will approve or disapprove the street closure and notify all other applicable departments as to the decision. In some cases, meetings will be held among these parties prior to the permit approval.
 - e. Events such as Festivals, Walks, Runs, Races and any similar activities held on Town-owned property or on public rights-of-way within the Town require a traffic control plan, in coordination with Apex Police Department.
 - f. Closings require the use of traffic control devices as set forth in the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
2. **Sidewalks, Greenways and Multi-Use Paths.** Sidewalks, Greenways and Multi-Use paths are to be used for public refuge and pedestrian traffic only and must remain clear and unobstructed in case of emergency (unless the closure permit specifically states that the sidewalk, greenway or multi-use path is to be closed.)
3. **NCDOT Roadways.** Any North Carolina Department of Transportation State Highway or road must receive permission to be closed by NCDOT.
- b) **Personnel.** Special Events which requires manpower to either be pulled away from Town of Apex daily job tasks or for additional staff to be scheduled to cover workloads will be charged by Departments which determine that staff needs to allocated.
 - c) **Town Facilities.** Special events where public buildings or facilities are designated to accommodate all or a majority of needed restroom or other staging or event activities must have approval from the Director of the appropriate department. A fee may be charged based on the impact to the facilities programs and resources.
- 12) **Public Notification.** Event Organizer must provide public notification to all adjacent businesses and residents of the date and time of the event with a description of the roads to be closed a minimum thirty (30) days before the event. A copy of the notification must be submitted to the Town of Apex.
- a) Event Organizers planning events to be held in Downtown Apex need to have approval by the Apex Downtown Business Association prior to submitting an application.

- b) Event Organizers planning events to be held in Town Parks or on Public Greenways need approval by the Director or his designee prior to submitting the application for use of Town Park Facilities.

15) **Co-Sponsored Events.** The Town of Apex has acted as a co-sponsor for various Special Events such as Peak Fest and Christmas Parade. Much time and planning in addition to financial resources, goes into these events. Through co-sponsorship, the Town may provide: staff support, logistical support, equipment usage, technical assistance and other in-kind support. While recognizing that these events add to the quality of life in the community, help to bring the community together, and foster economic growth the Town also must be very careful in which events it chooses to co-sponsor. Because of the number of requests and demands placed on Town Departments during these events, it is impossible to co-sponsor every event where a request is made. Staff time, availability of equipment, the nature of the event, and several other factors are taken into account on deciding whether or not to co-sponsor an event.

As much as possible, the Town tries to plan for events on an annual basis. Therefore, if you desire for your event to be co-sponsored with the Town of Apex **your application must be received by December 1st**, following the criteria set forth in the festivals and special events policy. These co-sponsored events are submitted for approval each year.

- a) **Criteria for Co-Sponsorship.** The following criteria are used when determining co-sponsored Events:
 - 1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
 - 2. Priority will be given to Apex based groups/ chapters / organizations.
 - 3. The proposed event is community focused and / or recreational in nature.
 - 4. The proposed event is open to the general public.
 - 5. The proposed event has been planned to facilitate a positive impact to the community.
 - 6. **Eligibility for co-sponsorship status is based on successful completion and submittal of application, agreements, and letters of petition and/or contracts by December 1st of the calendar year prior to that the event is scheduled.**
- b) **Conditions of Co-Sponsorship.** The Event Organizer should understand and agree to the following if requested:
 - ~~1.~~ All requests for sponsorship or co-sponsorship must be approved by the Apex Town Council. Requests for co-sponsorship must be received **December 1st of the calendar year prior to that the event is scheduled**
 - 2. Applicant will provide to the Town a clear and detailed record of the event's requested needs from the Town at the time of application for co-sponsorship status.
 - 3. Where applicable, the applicant shall provide at no cost, one booth space (or the equivalent thereof), at a mutually agreeable location at the event for the use by the Town of Apex as

determined by the Town.

4. Group or organization must include in **all publicity, including print, video, television and radio**, that the event is co-sponsored by the Town of Apex. Any expense associated with this recognition shall be borne by the applicant and approved at least 30 day in advance by the Town.
5. The Town of Apex will be given name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation. Any expense associated with that representation shall be borne by the applicant.
6. Applicant will provide clear spoken recognition of the Town of Apex and its contribution at any events or functions utilizing live entertainment or speakers. Any expense associated with that representation shall be borne by the applicant.
7. Applicant will provide for the Town of Apex, a wrap up package consisting of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event. Any expense associated with that representation shall be borne by the applicant.

SPECIAL EVENTS SPONSOR/ CO-SPONSOR AGREEMENT

We, _____ do hereby agree to the following conditions in order to be considered for sponsorship or co-sponsorship by the Town of Apex.

1. Group or organization must be recreational in nature or principle, or provide tangible benefit to the community.
2. Group or organization must be a non-profit group as defined by N.C. State Law and be accountable for all income and expenditures to the Town of Apex. Provide a detailed financial statement to the Town annually or after completion of the event. Any or all financial records are subject to audit by Town of Apex.
3. Group or organization must submit **by December 1st of the calendar year prior to your event is scheduled** an *event application, which* includes the following:
 - a written plan for the event together including a narrative description of the event
 - a budget for the event
 - a marketing plan for the event
 - a logistics plan for the event.
4. Group or organization’s activities must be open to the general public.
5. Group or organization must include in **ALL PUBLICITY**, including print, video, television and radio, that the activity is co-sponsored by the Town of Apex with the Town receiving significant name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation.
6. No activities/events may be held at a facility, which – would result in monetary gain for an individual.
7. **NO ALCOHOLIC BEVERAGES** will be allowed at any outdoor event, without prior approval and all necessary permits.
8. Partisan political events or activities will not be permitted during a town sponsored or co-sponsored event. If political figures are invited to participate, it must be clearly understood that it is because of the office they now hold and not because of the office for which they are seeking election or re-election.
9. Group or organization must provide a \$1,000,000 certificate of insurance which specifically lists the Town of Apex as an additional insured.
10. Group or organization hereby assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee’s operation. Event Organizer hereby expressly agrees to indemnify, defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorney’s fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents and employees.
11. Group or organization must provide information and/or perform such other duties as may be required by the Town of Apex
12. The Event Organizer will provide a booth space (or equivalent thereof), at a mutually agreeable location at the event, for the use of Town of Apex free of cost. Any cost associated with this shall be borne by the applicant.
13. Applicant will provide clear spoken recognition of the Town of Apex and its contribution at any events or functions utilizing live entertainment or speakers. Any cost associated with this shall be borne by the applicant.
14. The Event Organizer will provide for The Town of Apex a wrap up package of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event. Any cost associated with this shall be borne by the applicant.

Special Event Organizer **Date** _____

President of Group/Organization **Date** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Primary Phone _____ **Email Address** _____

ACCEPTED: _____ **Date** _____
Town of Apex

Requesting Sponsorship or Co-Sponsorship by the Town of Apex? **YES**
Request must be submitted by December 1st prior to calendar year of event

SPECIAL EVENTS APPLICATION is submitted by the organizer per the appropriate deadlines. Non-refundable

Non Co-Sponsored Applications must be received a minimum of **60 days prior** to the event.

Submit Request for Review

Staff reviews request, holds project meeting, and provides comments

Staff Coordinator compiles comments. Special Event Sub-Committee makes recommendation

Staff presents request to Town Council

DENIED
 Process Ends / Resubmit as non-sponsored event

Submit Request for Review

Staff reviews proposal, holds project meeting, and provides comments

Staff Coordinator compiles comments

DENIED
 Applicant is notified in writing of concerns which must be addressed

Applicant has 2 weeks to address concerns & resubmit application

APPROVED
 Applicant is notified in writing. (estimated fees, conditions and/or comments are

Applicant has 2 weeks to address comments and sign agreement & remit payment

Official Approval is sent to applicant

Event is held as approved

Staff review is completed. (all fees owed or refunds due are paid within 2 weeks of event date)

Personnel Rate Sheet (for internal use only)

Parks, Recreation, and Cultural Resources

Position	Hourly Rate	Hours	Total Cost
Parks & Rec Supervisor/Manager	\$47		
Parks Maintenance Worker	\$33		
Parks Maintenance Crew Leader	\$39		
Parks and Rec Program/Specialist	\$39		
Parks & Rec Admin Support	\$35		

Fire

Position	Hourly Rate	Hours	Total Cost
Firefighter	\$26		
Fire Engineer	\$31		
Fire Officer	\$36		
Battalion Chief	\$41		
ATV	\$9.45		
Fire Truck (Engine)	85		
Fire Truck (Aerial)	\$135		
Staffed Fire Truck	\$178		

**Fire staff unlikely to accrue 1.5 overtime liability for assignment so rate does not include overtime calculation.*

Police

Position	Hourly Rate	Hours	Total Cost
Event Supervisor (Sgt. or Lt.)	\$57		
Police Officer	\$42		
Telecommunicator	\$24		

Public Works

Position	Hourly Rate	Hours	Total Cost
Solid Waste/Street Worker	\$35		
Solid Waste Supervisor	\$45		
Utility (Water/Sewer) Personnel	\$35		
Electric Line Technician	\$47		

Public Works

Position	Hourly Rate	Hours	Total Cost
Solid Waste/Street Worker	\$35		
Utility (Water/Sewer) Personnel	\$35		
Electric Line Technician	\$47		